

Cottonwood Joint School District No. 242

Jr. High School Athletic Director Job Description

QUALIFICATIONS:

1. Must be a certified employee employed by Cottonwood School District.
2. Must have experience and/or a working knowledge relating to the successful operation of the full athletic program contained in the school.
3. Experience in scheduling in-season and post-season athletic events including tournaments is desirable.
4. Communication skills necessary in negotiating for the best interests of the schools, its students and the district patrons.
5. Experience in either the Cottonwood District or the Central Idaho League is highly desirable.

JOB GOALS: To help each student with an opportunity to participate in an extracurricular activity that will foster physical skill, a sense of worth and competence, and a knowledge and understanding of the pleasures of sports and the principles of fair play and sportsmanship.

To represent the district in a positive and professional manner in all interscholastic planning and scheduling events with student and district welfare as primary concerns.

REPORTS TO: The Jr/Sr. High School Building Principal or Superintendent.

PERFORMANCE RESPONSIBILITIES: The Jr High Athletic Director will:

1. Organize and manage the Pirate Chest Summer Fundraising campaign:
 - a. Including, but not limited to, distribution of fundraising options, tracking of donations, and allocation of receipts and/or business passes.
 - b. Seek out new potential sponsors.
 - c. Work with banner and/or board creator on design for new sponsors for both the gym and football field and make certain both areas are up to date with current sponsors
2. Regular season:
 - a. Attend Jr. High AD meeting and organize/schedule Jr. High athletic events.
 - b. Follow-up and verify Game day volunteers for Jr/Sr High athletics events.
 - c. Schedule officials, gate/concession volunteers, clean-up, and assume general Responsibilities at Jr. High events. Complete laundry of Jr. High uniforms.
3. Interview, supervise and evaluate the performance of Jr/Sr High head coaches and assist head coaches in the supervision and evaluation of assistant coaches.

TERMS OF EMPLOYMENT: Appointment will be made by the Board of Directors prior to the beginning of each school year. This is a non-tenure appointment and will be renewable at the discretion of the Board of Directors. Pay will be defined in the Administration agreement.

EVALUATION: The Jr/Sr High school principal and the superintendent will be jointly evaluate the Athletic Director's performance at the close of the school year and make a recommendation to the Board of Directors.